



# Advisory Actions 2001

Department of General Services  
Office of Public School Construction

State Allocation Board Meeting: September 26, 2001  
Issue Number 08

## Executive Corner



Luisa M. Park  
Executive Officer

### *Progress Towards A Seamless School Facility Process!*

The Office of Public School Construction, in cooperation with the Division of the State Architect and the California Department of Education, has developed a new Web site for the purpose of jointly tracking all school facility project applications. A Project Tracking Number is the key to a simpler, systematic tracking system that is as close as your Internet keyboard. We are on the threshold of a new era in serving our school facility construction clients with the development of this extremely useful Web site. Please be sure to read the article in this issue that explains how to “get on board” with your interactive Web-based application.

Sincerely,

Luisa M. Park  
Executive Officer  
Office of Public School Construction

## Important New Web Site... Project Tracking Number Generator

To introduce the Project Tracking Number (PTN) Generator Web site we have mailed letters with detailed information to all school districts, statewide, and to numerous other school facility stakeholders. Why is this so important? Beginning October 1, 2001, all newly proposed school facility projects will be established through this Web site. With this new system, a district will be able to have each new project identified by a number recognized equally by the Office of Public School Construction (OPSC), the Division of the State Architect (DSA) and the California Department of Education (CDE). The tracking number does not represent a project application number but rather, provides the means for continuity of project data between the three offices. As projects progress, the PTN's will provide means for status updates quickly and conveniently for all interested parties.



*Project Tracking Number Generator Home Page*

To effectively implement this system and to ensure consistency and quality, the above agencies must require that a PTN be first established and included on the following forms in order for them to be accepted:

- ◆ Form 4.02, School Site Report (filed with the CDE)
- ◆ Form 4.03, School Site Certification (filed with the CDE)
- ◆ Form 4.07, Plan Submittals for New Construction Projects (filed with the CDE)
- ◆ Form 4.08, Summary of Modernization Specifications (filed with the CDE)
- ◆ Form SAB 50-04, Application for Funding (filed with the OPSC)
- ◆ Form ORS-1, Application for Approval of Plans and Specifications (filed with the DSA)

If a form is being submitted that does not yet have a place for the PTN, please write the assigned PTN at the top right hand corner of the application form, example: **PTN: 12345-1**.

**NOTE:** A PTN will *not* be required for projects filed with the OPSC that already have a School Facility Program or Lease-Purchase project application number assigned.

To assure a user-friendly product some school districts participated in the testing of the Web site and their suggestions have been incorporated. The “Project Tracking Number Generator” Web site is now online at: [http://www.opsc.dgs.ca.gov/projnumgen/proj\\_track\\_home.asp](http://www.opsc.dgs.ca.gov/projnumgen/proj_track_home.asp).

## OPSC Reminders...

- ▶ **State Allocation Board Meetings\***  
October 24, 2001  
Combined November/December 2001 – TBA
- ▶ **State Allocation Board Implementation Committee Meetings\***  
November 2, 2001 – Ontario  
December 14, 2001 – Sacramento
- ▶ **SFP New Construction Application Timeline**  
Applications accepted by the OPSC on or prior to December 31, 2001 will be processed for consideration at the March 2002 SAB Meeting.
- ▶ **Deferred Maintenance Program**  
Five Year Plan and Critical Hardship applications for this fiscal year are due May 30, 2002.
- ▶ **Joint Use Funding Cycle**  
July 1, 2001 – May 30, 2002: Period for Districts eligible to participate in the Lease-Purchase Program funding of Joint Use projects for gymnasiums, multipurpose rooms and libraries (SB 1795).
- ▶ **Interest Earned Report (Form SAB 180)**  
Due quarterly (March 31, June 30, September 30, December 31) from each county for all districts that have earned interest from the Leroy F. Greene Lease-Purchase Fund.
- ▶ **Project Tracking Number**  
Project Tracking Number (PTN) required on specified forms effective October 1, 2001.

\* Meeting dates subject to change. Check the OPSC Web site at <http://www.dgs.ca.gov/opsc> for latest dates and times.

## Assembly Bill 1558 Amended Regulation Adopted... SFP Major Maintenance Requirements

The State Allocation Board (SAB) has adopted amendments to the School Facility Program (SFP) Regulations which will implement Assembly Bill (AB) 1558, now Education Code (EC) Section 17070.77, pertaining to the annual certification of major maintenance plans.

Districts may ask, "What's new about an annual major maintenance plan?" School districts have long been required to complete a publicly approved ongoing and major maintenance plan for its existing facilities under EC Section 17070.75(3). The answer to this question is that AB 1558 places additional requirements specific to the maintenance needs for those specific facilities in any project funded through the SFP after January 1, 2002.

For those districts that receive SFP project funding after January 1, 2002, EC Section 17070.77 provides that the SAB must require the district's governing board to annually certify that the plan includes and is being implemented with all of the following components:

- ◆ Identification of the major maintenance needs of the SFP project.
- ◆ A schedule for completing the major maintenance needs.
- ◆ A current cost estimate of the major maintenance needs.
- ◆ A schedule for funding a reserve for the major maintenance needs.
- ◆ Annual review of the plan approved pursuant to EC Section 17070.75(3) as part of the district's annual budget process to update for:
  - *Revised major maintenance needs identified in the SFP project.*
  - *Revised costs, if necessary, for the major maintenance needs identified in the SFP project.*
  - *Adjustments in funding the reserve, if necessary, for the major maintenance needs identified in the SFP project.*
- ◆ Availability of the plan for public inspection.
- ◆ A provision in the district's annual budget for a reserve to address the total estimated cost of the major maintenance needs specified in the updated plan, and an explanation if the reserve is less than the estimated cost of the major maintenance needs in the plan.

After the first of the year, the certification is required as a condition of receiving an SFP apportionment. Once the regulatory amendments are final, a revised Form SAB 50-04, *Application for Funding*, will contain the specific initial certification language. Because the regulatory changes to this form will not become administrative law until after the first of the year, the OPSC will accept, as evidence of compliance, the certification currently required by all applicants which states that the district is "complying with all applicable laws". Compliance with the annual certification will be part of the district's *Deferred Maintenance Five Year Plan*, Form SAB 40-1, which will now be required on an annual basis for those districts funded under the SFP after January 1, 2002.

It is important for districts to be aware that compliance with this law is the sole responsibility of the applicant school district, and that the legislation defines major maintenance as "...all actions necessary to keep roofing, siding, painting, floor and window coverings, fixtures, cabinets, heating and cooling systems, landscaping, fences, and other items designated by the governing board of the school district..."

## State Allocation Board Executive Officer Appointed

The State Allocation Board, at its September meeting, adopted the formal resolution appointing Luisa Park as the Executive Officer of the State Allocation Board. This action followed the recent appointment by Governor Gray Davis of Ms. Park as the Office of Public School Construction Executive Officer.

You can read more on Ms. Park's appointment by the Governor in last month's issue of *The OPSC Advisory Actions 2001* that can be located on the OPSC Web site at [www.dgs.ca.gov/opsc](http://www.dgs.ca.gov/opsc).

## Phil Shearer Retires A Legacy of Lasting Contributions and Service “For the kids”...

**A**fter nearly 28 years of dedicated State service, Mr. Phil Shearer has retired as Chief of Operations from the Office of Public School Construction (OPSC), and begins an exciting new phase of his life beside his wife of 33 years, Peggy, and his family. Phil is known for his commitment to the children of California. A phrase often heard from Phil is, “It’s for the kids!” A phrase and attitude of service that Phil leaves deeply embedded into the hearts and minds of the OPSC staff.

Phil began his career at the OPSC, known at that time as the Office of Local Assistance, in March 1974 as an auditor in the Accounting Unit. He worked as an auditor until March 1979. Following an organizational downsizing (the time he likes to jokingly refer to as when he was fired), Phil transferred to the California Department of Education in April 1979 only to return to the OPSC as a Field Representative in January 1981. His vast program knowledge, skill, leadership and hard work earned him a number of well-deserved promotions to his eventual current position as Chief of Operations. Among his immeasurable accomplishments, Phil has led a professional staff that has apportioned more than \$14 billion to California school districts during his tenure.

At the September 26th State Allocation Board (SAB) meeting, the Board honored Phil for his years of unwavering integrity and invaluable con-

tributions in shaping California’s public school construction process, with the presentation of a Board resolution as a token of gratitude for his faithful service to the SAB and the OPSC. Phil’s family was in attendance at the SAB meeting and looked on with pride.

Phil and his wife have future travel plans and enjoy home projects between trips. Phil also enjoys cycling; *you might have caught him riding his bike at his retirement party!* Most importantly, Phil and Peggy enjoy spending time with their beloved family, especially their four grandchildren. Who knows; Phil may even be seen around the halls of OPSC a day or two a week, to continue some work for the OPSC... after all, “It’s for the kids!”



*Jim Bush watches and applauds as Assembly Member Marco Firebaugh congratulates Phil Shearer after receiving a resolution from the State Allocation Board honoring him for 27 years and 8 months of dedicated State service.*



*Rosamond Bolden congratulating Phil Shearer as Annette Porini and Duwayne Brooks applaud.*

## CBEDS Enrollment Reporting... Change in Reporting Timelines

Enrollment reporting for purposes of establishing eligibility in the School Facility Program (SFP) is based on the latest California Basic Educational Data System (CBEDS) information. Historically, the Office of Public School Construction (OPSC) has allowed eligibility to be determined based on this source of enrollment received as late as December 31st of each year. During this “grace period”, districts were permitted to submit applications based on either the latest or the prior year CBEDS. Districts submitting applications after

December 31st were required to submit “updated” enrollment based on the latest CBEDS report.

The SFP Regulations do not provide for this “grace period” and accordingly, the OPSC is no longer accepting SFP application submittals based on the prior year CBEDS up to December 31st. Once a district submits its October 15th CBEDS information to its county office of education, this data must be utilized to update its eligibility prior to submittal of a SFP application, pursuant to Regulation Sections 1859.51 and 1859.61.

## Reservation of Administration Expenditures: 2002/2003

At its August 2001 meeting, the State Allocation Board (SAB) approved the reservation of funds for on-going administrative expenditures for the 2001/2002 Fiscal Year with added direction to the Office of Public School Construction to bring back a recommendation to consider also reserving

administrative funds for fiscal year 2002/2003. The SAB at its September meeting approved the additional reservation of funds through June 2003, with a provision for use of prior bond funds for the remainder of the 2002/2003 Fiscal Year if needed.



## Pacifica High School Dedication

Congratulations to the Oxnard Union High School District for the recent completion of its newest high school, Pacifica High. Among the many special guests attending the August 24, 2001 dedication ceremonies were Senator Jack O'Connell, Oxnard Mayor, Manuel Lopez and Ventura County Supervisor, Kathy Long. This \$47 million high school was funded as a 50/50 project through the Lease-Purchase Program with actual construction being accomplished within a two-year timeframe. Located on 53 acres, this 223,000 square foot facility contains 88 teaching stations with a pupil capacity of over 2,600 and, in addition to essential core facilities, boasts a Performing Arts Center that establishes Pacifica High as a Magnet school for the District's Arts Program.



## Plan Verification Team... Process Refinement

The Office of Public School Construction's (OPSC) June/July issue of *The OPSC Advisory Actions 2001* introduced a helpful new alternative for responding to the Plan Verification Team's (PVT) "15-Day" letter; specifically, the option to request a meeting to clarify a school district's request for additional grants for site development costs. When this alternative procedure was established it allowed a school district ten calendar days from the date of the "15-Day" letter to contact the PVT when it chose the option of meeting with the PVT Supervisor to resolve issues related to its findings. The overwhelming response to this option has confirmed its value to our clients; however, the high volume of such requests has also made it necessary to further refine this process. A district will now have five calendar days from the date of the "15-Day" letter to contact the PVT. This adjustment, effective immediately, will enable the PVT to continue offering this important option and the high level of service it provides while assuring the necessary processing time to address these important cost issues.

These meetings may be scheduled on a Monday, Wednesday, or Friday during regular business hours (8 a.m. to 5 p.m.). Again, if you wish to take advantage of this option, please contact Ms. Gretchen Winczner at 916.323.4455 within 5 calendar days of receipt of a "15-Day" letter, to schedule an appointment with the PVT.

## Fourth Quarter Funding

The September State Allocation Board meeting resulted in the approval of more new construction funding. The quarterly funding mechanism for new construction (NC) projects, which was initiated on December 13, 2000, has now progressed through its fourth quarter. The quarterly activity is summarized in the table.

Funds available for the remaining quarterly allotments are estimated to be approximately \$122,746,471 per quarter. Some funding activity may continue at regularly scheduled monthly Board meetings such as health and safety facility hardship projects that are exempt from priority points.

Quarter	Time Period	Qualifying Receipt Date	SAB Date *	Number of Projects Funded	NC Funds Apportioned †
First	10/01/00–12/31/00	09/29/00	01/03/01	68	\$5,775,668
			01/24/01 ‡	32	\$117,676,633
Second	01/01/01–03/31/01	12/29/00	02/28/01	24	\$3,150,385
			03/28/01	48	\$105,602,665
Third	04/01/01–06/30/01	03/30/01	04/25/01	7	\$4,283,482
			05/23/01	53	\$8,528,488
			06/27/01	71	\$125,109,305
Fourth	07/01/01–09/30/01	06/29/01	07/25/01	0	\$0
			08/22/01	1	\$0 †
			09/26/01	16	\$121,194,262

**Total New Construction Category Funds Apportioned:**

**\$491,320,888**

\* Monthly SAB Meetings, other than the Quarterly meeting, for "exempt projects" only.

† This total represents the New Construction Category funds only, excluding excessive and hardship funds.

‡ The first quarter funding for projects subject to priority points occurred at the January 24, 2001 SAB meeting, as directed by the Board on January 3, 2001.

## Status of Funds

### Per the September 26, 2001 State Allocation Board Meeting

<i>Program</i>	<i>Funds Available as of 08.22.01</i>	<i>Apportionments and Adjustments</i>	<i>Balance Available as of 09.26.01</i>
<b>Proposition 1A</b>			
New Construction	939.2	(126.3)	812.9
Modernization	0.3	0.5	0.8
Hardship	0	0	0
Facility Hardship (Reserved)	43.1	(3.0)	40.1
<b>Subtotal</b>	<b>\$982.6</b>	<b>(\$128.8)</b>	<b>\$853.8</b>
<b>Prior Bond Funds</b>			
Contingency Reserves	34.9	(3.9)	31.0
AB 191	3.7	(0.5)	3.2
<b>Subtotal</b>	<b>\$38.6</b>	<b>(\$4.4)</b>	<b>\$34.2</b>
<b>Grand Total</b>	<b>\$1,021.2</b>	<b>(\$133.2)</b>	<b>\$888.0</b>

Note: Amounts are in millions of dollars. Amounts within parentheses ( ) are negative amounts.  
The State Allocation Board funded approximately \$482,335 for the Deferred Maintenance Program.

## Construction Cost Indices

### Lease-Purchase Program

#### Construction Cost Indices for September 2001

Class "B" Buildings	1.41
Class "D" Buildings	1.40
Furniture and Equipment	1.39
Historical Savings Index	8.20

**Class "B" Buildings:** Constructed primarily of reinforced concrete, steel frames, concrete floors and roofs.

**Class "D" Buildings:** Constructed primarily of wood.

**Furniture and Equipment:** An index based on an adjustment factor obtained quarterly from the Marshall & Swift Company.

**Historical Savings Index:** An index derived quarterly from the SAB approved new construction (growth) contract bids. It is the percentage difference between the SAB/OPSC generated construction allowance and the approved contract bid.

Copies of the applicable SAB actions, proposed regulations, and additional information can be located on the OPSC Web site at <http://www.dgs.ca.gov/opsc>. Should you have questions or need any additional information regarding the contents of this advisory, please contact your project manager.



*Advisory Actions 2001*

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